WEB REPORTS USER MANUAL

www.payex.com

Document information:	
AUTHOR:	Dani Alexander Berentzen

1 Changes

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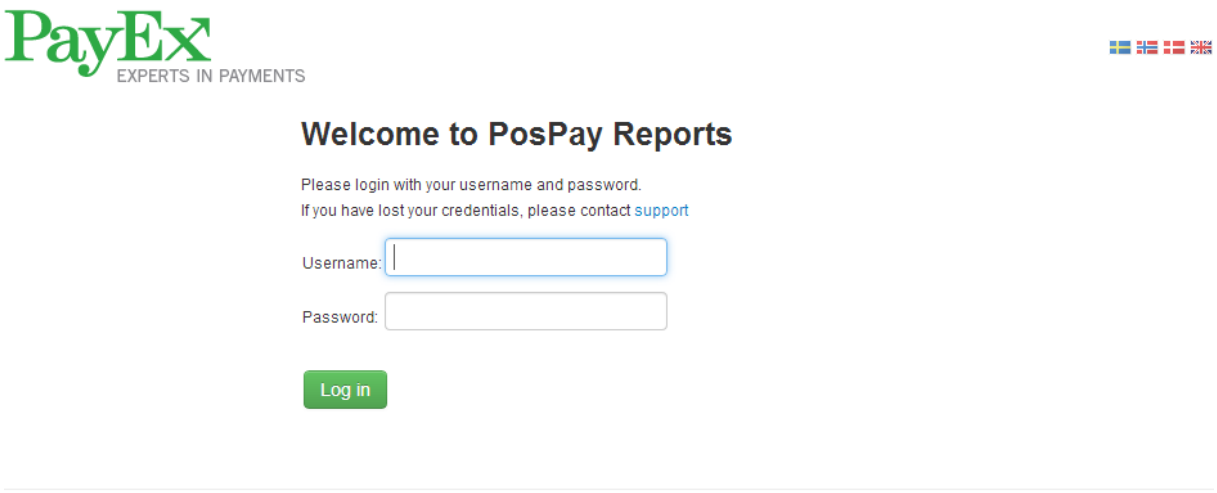
2 Introduction

This user manual describes how to use the PayEx web reports. It will cover topics such as logging in, creating different reports and how to access the reconciliation reports.

Any questions regarding how to use the web reports should be directed to support.pos@payex.com (+47 99 40 11 50) if you can't find the answer in this document.

3 How to access web reports

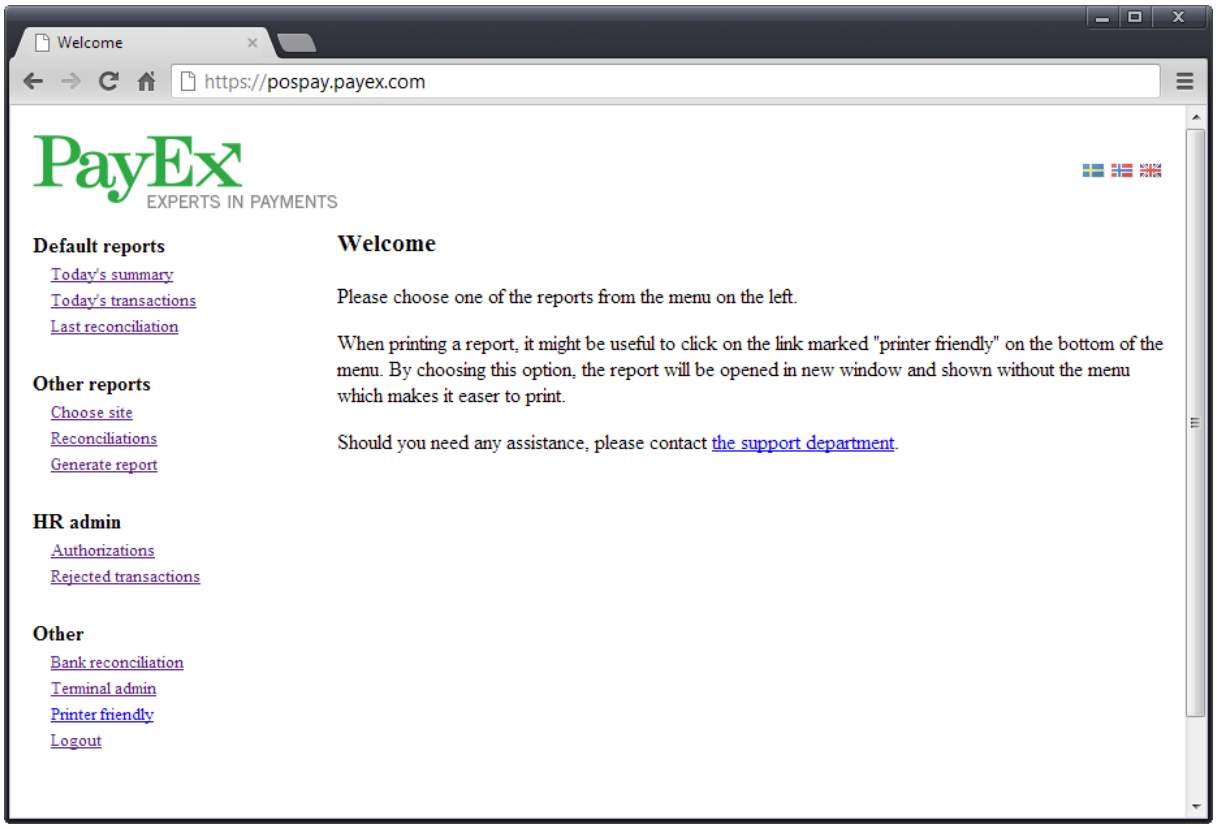
Open your favorite web browser and navigate to https://pospay.payex.com. The first page you will see is the login page. Just enter your username and password here, or choose a different language by selecting the corresponding flag.



Picture 1

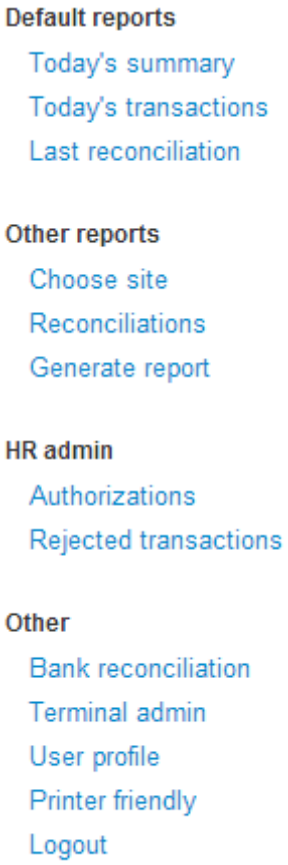
4 The welcome screen

This is the page you will see once you are successfully logged in.


Welcome
https://pospay.payex.com
PayEx
EXPERTS IN PAYMENTS
Default reports
Today's summary
Today's transactions
Last reconciliation
Other reports
Choose site
Reconciliations
Generate report
HR admin
Authorizations
Rejected transactions
Other
Bank reconciliation
Terminal admin
Printer friendly
Logout
Welcome
Please choose one of the reports from the menu on the left.
When printing a report, it might be useful to click on the link marked "printer friendly" on the bottom of the menu. By choosing this option, the report will be opened in new window and shown without the menu which makes it easer to print.
Should you need any assistance, please contact the support department.

Picture 2

The menu on the left hand side is used to navigate between the different pages.



Picture 3

5 Selecting a merchant or a merchant group

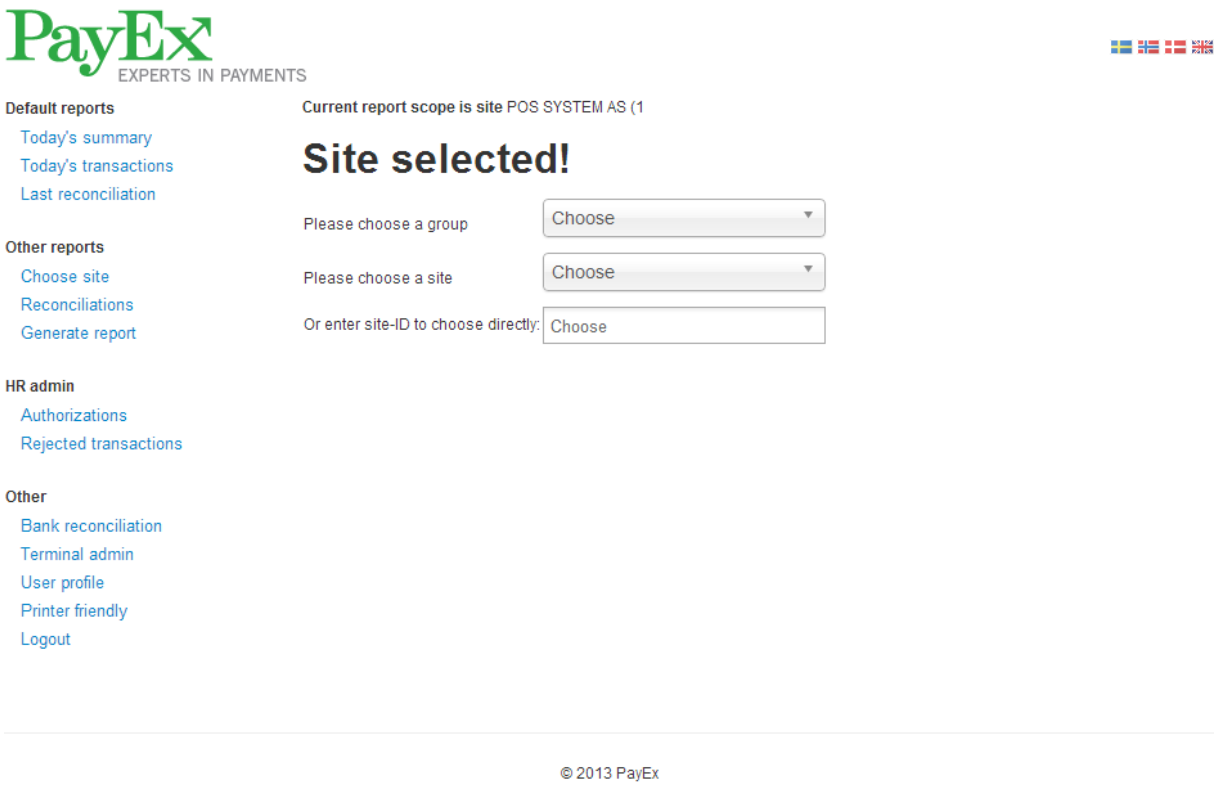
Before making any reports, you need to select a merchant or merchant group as the basis for the report data.

If you only have access to a single merchant, it will be selected by default. When this is the case, the information below will not be applicable to you.

If you have access to one or more merchant groups, you can select the merchant you want to work with. Click on the menu item to the left called: “choose site”, pictured below.

Choose a merchant group by selecting the first drop down. This will display a list of merchant groups available to you. Select the merchant group you want to create a report for, this will populate the site drop down where you have the opportunity to choose a specific merchant. This step is optional, you are able to create reports for the merchant group, for terminal management however, you need to select a merchant.

If you know the site id, you may enter it manually. When selected, you will get a drop down list containing all site ids available to you. Type in the site id you want to create reports for and press enter to select.



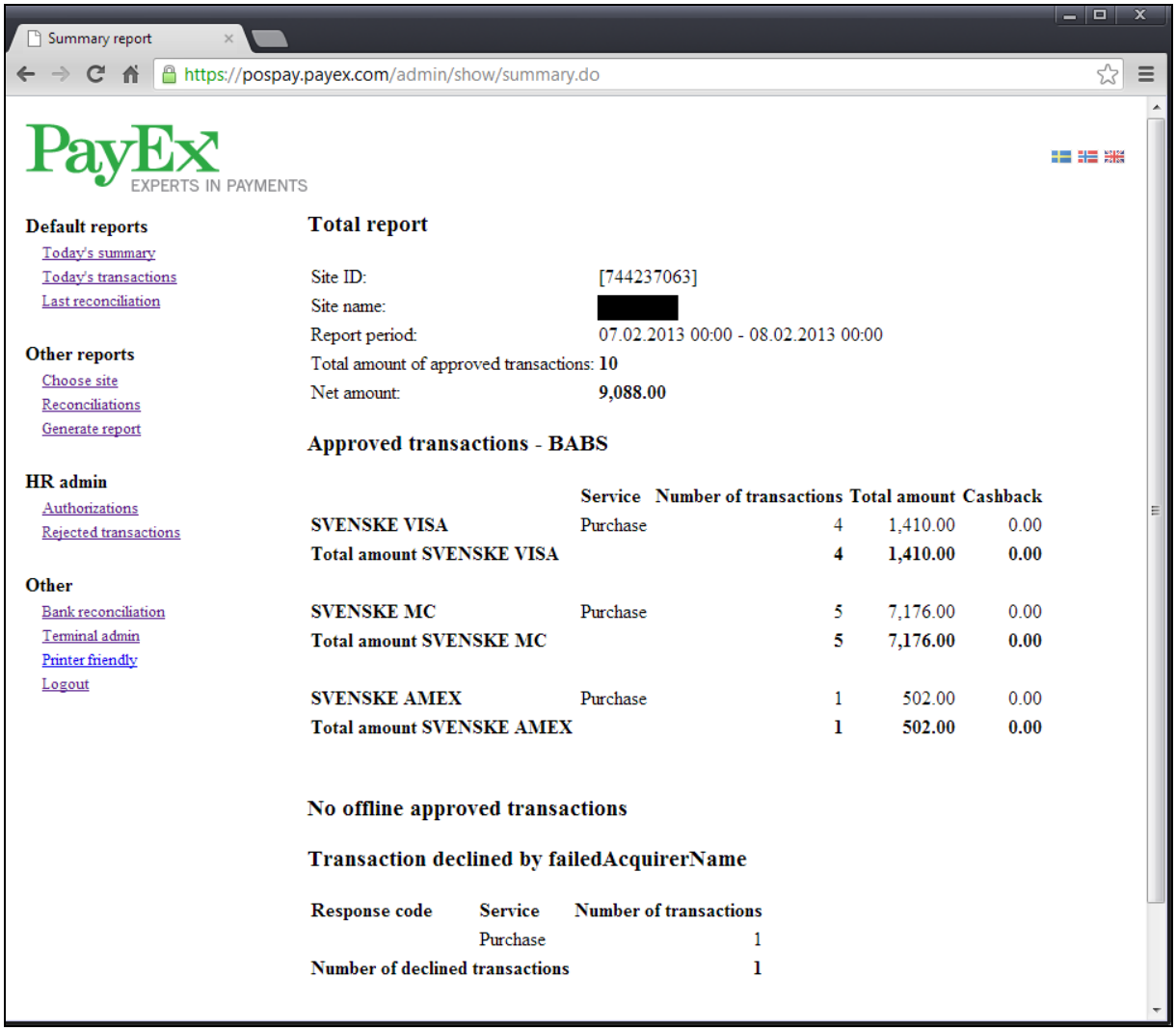
Picture 4

6 Generating reports

6.1 Today's total report

By clicking on "Today's summary" in the navigation menu, you will generate a summary of all the card transactions performed that day for your selected merchant. This includes all available terminals for the merchant / merchant group.

Click on "Printer friendly" in the navigation menu to view a print friendly view of the report.



Picture 5 - Daily total report

6.2 Today's transactions report

Click on "Today's transactions" to generate a table view with transactions from the current day and selected merchant / merchant group. Click on "Printer friendly" in the navigation menu to view a printer friendly view of the report.

You can click on a Transaction ID (not from the printer friendly view) to view detailed information about a transaction.

6.3 View the last reconciliation report

Click on “Last reconciliation” in the navigation menu to view the last reconciliation report.

Click on “Printer friendly” in the navigation menu to view a print friendly view of the report.

6.4 Reconciliation reports

Click on “Reconciliations” to view a list of the last 15 reconciliation reports. Click on one to view the full reconciliation report.

You can also search for older reconciliation reports. Use the calendar or enter a date in the format DD-MM-YYYY (date-month-year) to search for reconciliation reports for that time frame.

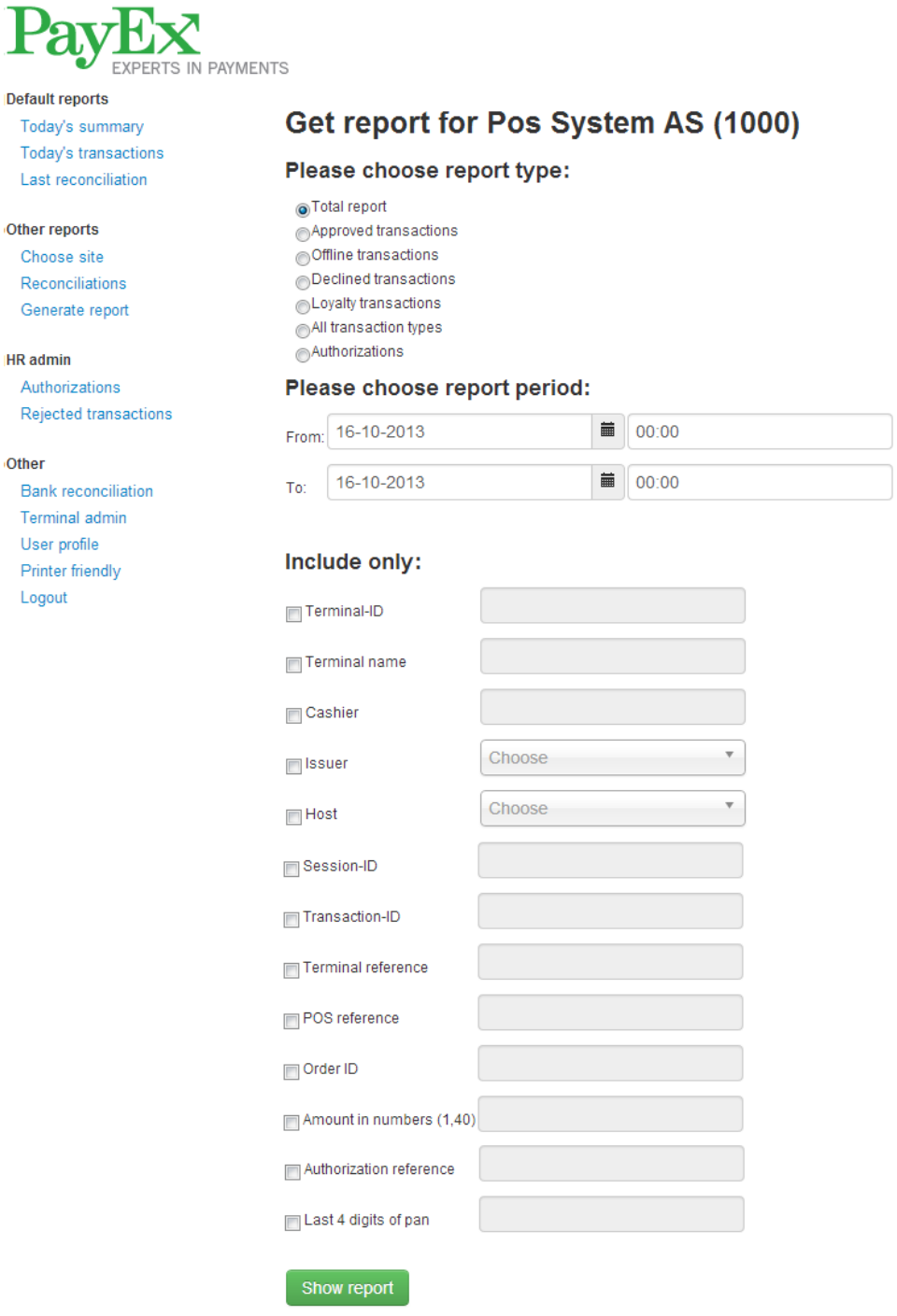
Once you’ve chosen a report, you can view the print friendly version by clicking “Printer friendly” in the navigation menu.

6.5 Report sessions

Merchants using reconciliations based on report sessions can view the report sessions through the navigation menu choice “Bank reconciliation”. Click on the ID of a report session to view all the transactions on that report session.

6.6 Generate reports with customized settings

When you click on "Generate report", you can make reports with criteria for date, types of transactions, and more options, see picture 6 below.



Picture 6

You can choose between different types of reports:

- Total report: Creates a report like the one in chapter 6.1, but here you can choose to create the report based on a time frame other than just today's date.
- Approved transactions

- Offline transactions
- Declined transactions
- Loyalty transactions
- All types of transactions
- Authorizations

There are also filters to help you narrow your reports. The following filters can be applied:

- Terminal ID: Enter the number of the terminal to select only the transactions from this terminal
- Terminal name: Enter the name of the terminal to select only the transactions from this terminal.
- Cashier: Enter the cashier's number/ID to view the transactions done from the selected cashier.
- Host: enter host id
- Session ID: Enter the number of the report session you want to see the transactions for.
- Transaction ID: Enter the transaction ID you want to search for.
- POS ref: Enter this POS reference number for the transaction(s).
- Order ID: enter order id
- Amount: Enter the total amount to select only transactions with this exact amount.
- Last 4 digits of pan: enter last digits of credit card number

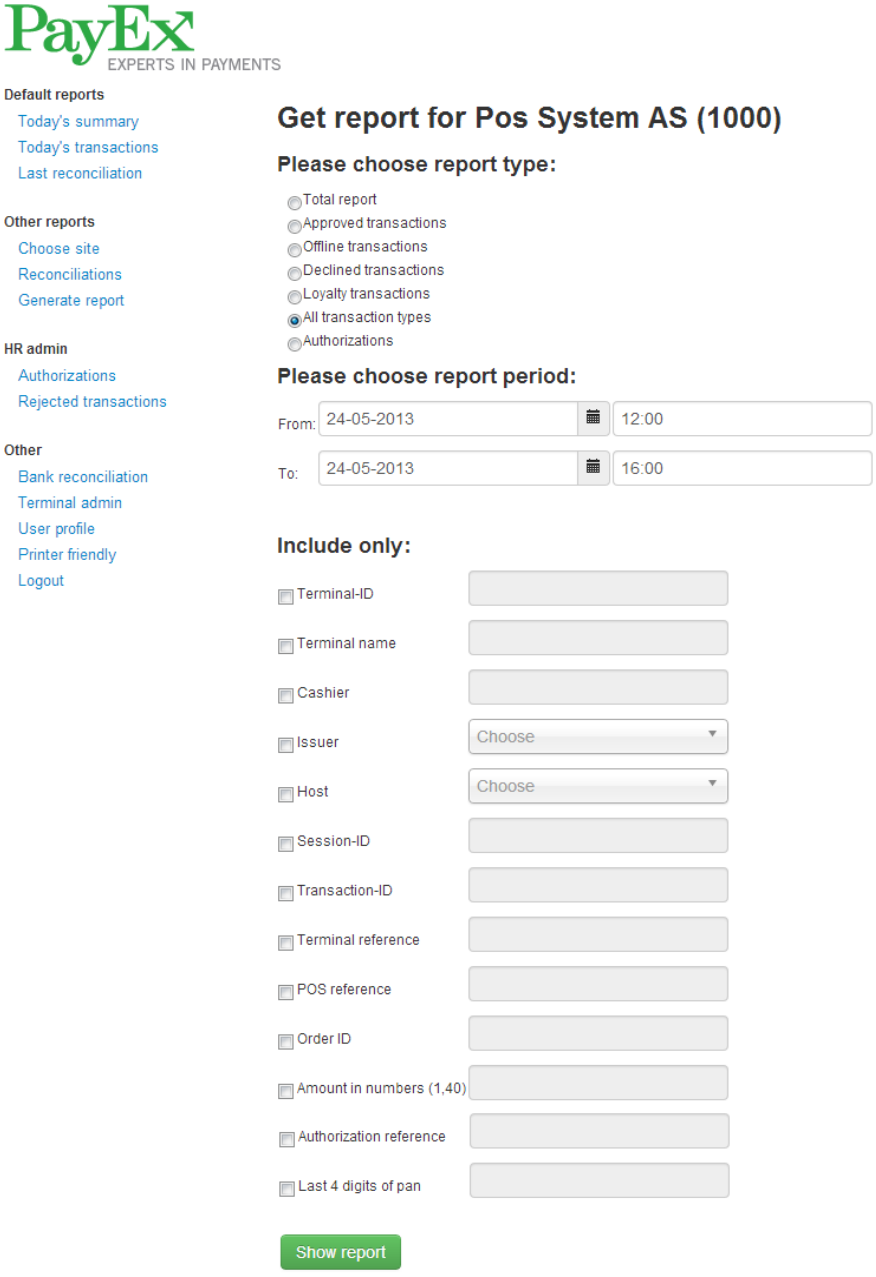
To generate a report, choose a report type, set the dates, and any additional options, and press "Show report". The result will be shown on a new page, and you can choose to see the print friendly version by clicking "Printer friendly". To generate another report, just repeat the procedure detailed above.

7 Example reports

This chapter will show the generation of a report, and how to read the output.

7.1 All transactions from a chosen timeframe

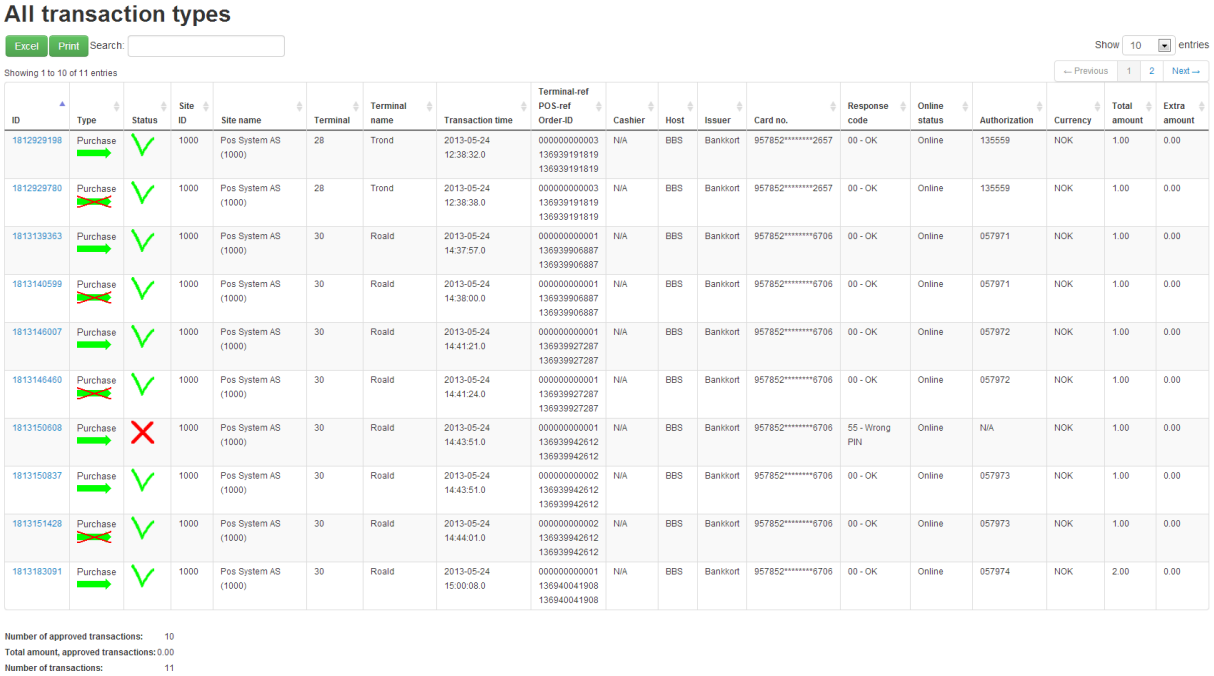
To view all transactions from a timeframe, click the radio button called “All transaction types”, and be sure to set the dates correctly. Click “Show report” to generate this report.



Picture 7

In picture 8 we see the report. Most of these transactions are approved transactions, noted by the green check mark (✓) in the status field. The red x (✗) denotes a rejected transaction.

The transaction type can be found in column number two, and is represented by both text and a picture. A regular purchase is represented by the green arrow ( ), which means that it is a financial debit transaction. The dotted green arrow ( ) means that the transaction is an authorization. There are other arrows as well. The blue arrows ( ) mean that the transaction is a credit transaction. If there's a cross on an arrow, it means that it is a reversal of that transaction type. E.g. means that the transaction is a reversal of a debit transaction (purchase).



All transaction types

Excel Print Search:

Show 10 entries

Showing 1 to 10 of 11 entries

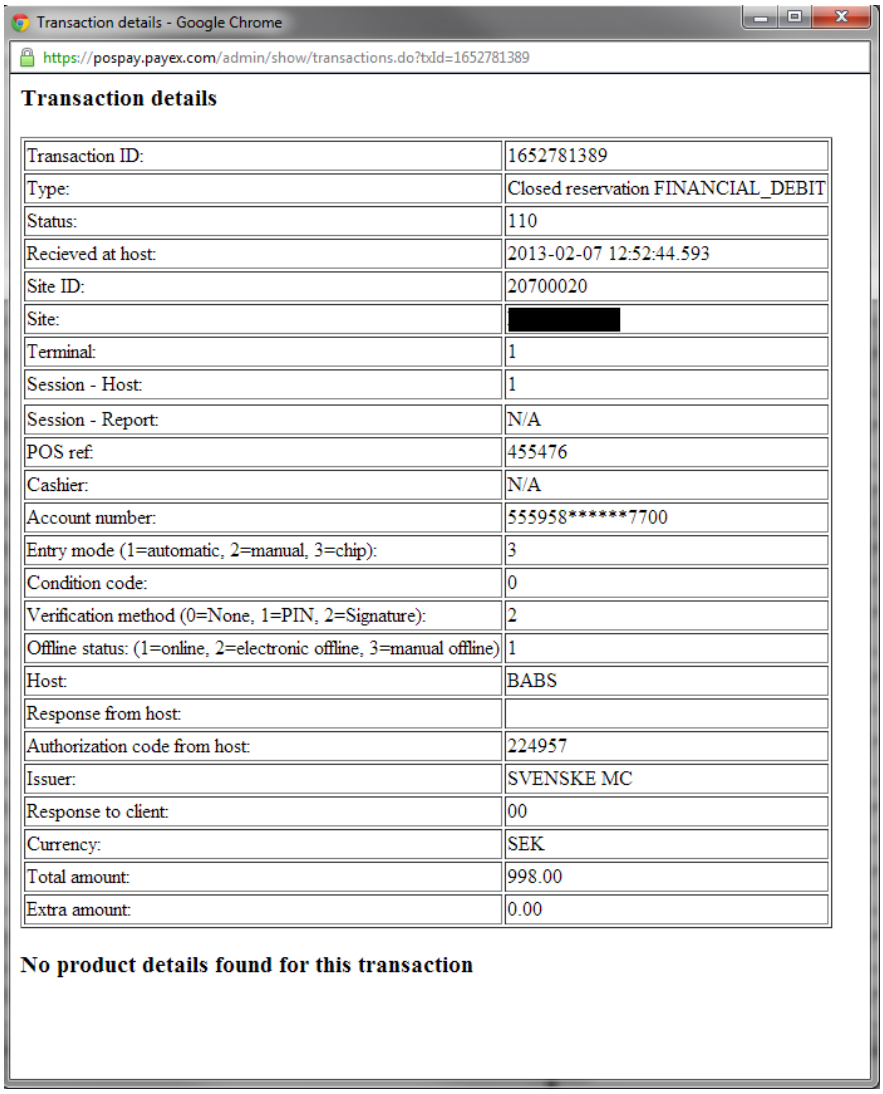
← Previous 1 2 Next →

ID	Type	Status	Site ID	Site name	Terminal	Terminal name	Transaction time	Terminal-ref POS-ref Order-ID	Cashier	Host	Issuer	Card no.	Response code	Online status	Authorization	Currency	Total amount	Extra amount
1812929198	Purchase	✓	1000	Pos System AS (1000)	28	Trond	2013-05-24 12:38:32.0	000000000003 136939191819 136939191819	N/A	BBS	Bankkort	957852********2657	00 - OK	Online	135559	NOK	1.00	0.00
1812929780	Purchase	✓	1000	Pos System AS (1000)	28	Trond	2013-05-24 12:38:38.0	000000000003 136939191819 136939191819	N/A	BBS	Bankkort	957852********2657	00 - OK	Online	135559	NOK	1.00	0.00
1813139363	Purchase	✓	1000	Pos System AS (1000)	30	Roald	2013-05-24 14:37:57.0	000000000001 136939906887 136939906887	N/A	BBS	Bankkort	957852********6706	00 - OK	Online	057971	NOK	1.00	0.00
1813140599	Purchase	✓	1000	Pos System AS (1000)	30	Roald	2013-05-24 14:38:00.0	000000000001 136939906887 136939906887	N/A	BBS	Bankkort	957852********6706	00 - OK	Online	057971	NOK	1.00	0.00
1813146007	Purchase	✓	1000	Pos System AS (1000)	30	Roald	2013-05-24 14:41:21.0	000000000001 136939927287 136939927287	N/A	BBS	Bankkort	957852********6706	00 - OK	Online	057972	NOK	1.00	0.00
1813146460	Purchase	✓	1000	Pos System AS (1000)	30	Roald	2013-05-24 14:41:24.0	000000000001 136939927287 136939927287	N/A	BBS	Bankkort	957852********6706	00 - OK	Online	057972	NOK	1.00	0.00
1813150608	Purchase	✗	1000	Pos System AS (1000)	30	Roald	2013-05-24 14:43:51.0	000000000001 136939942612 136939942612	N/A	BBS	Bankkort	957852********6706	55 - Wrong PIN	Online	N/A	NOK	1.00	0.00
1813150837	Purchase	✓	1000	Pos System AS (1000)	30	Roald	2013-05-24 14:43:51.0	000000000002 136939942612 136939942612	N/A	BBS	Bankkort	957852********6706	00 - OK	Online	057973	NOK	1.00	0.00
1813151428	Purchase	✓	1000	Pos System AS (1000)	30	Roald	2013-05-24 14:44:01.0	000000000002 136939942612 136939942612	N/A	BBS	Bankkort	957852********6706	00 - OK	Online	057973	NOK	1.00	0.00
1813183091	Purchase	✓	1000	Pos System AS (1000)	30	Roald	2013-05-24 15:00:08.0	000000000001 136940041908 136940041908	N/A	BBS	Bankkort	957852********6706	00 - OK	Online	057974	NOK	2.00	0.00

Number of approved transactions: 10
Total amount, approved transactions: 0.00
Number of transactions: 11

Picture 8 - Report showing all transactions for a chosen timeframe

If you click on a transaction ID you will see the transaction details, see picture 9.



Transaction details

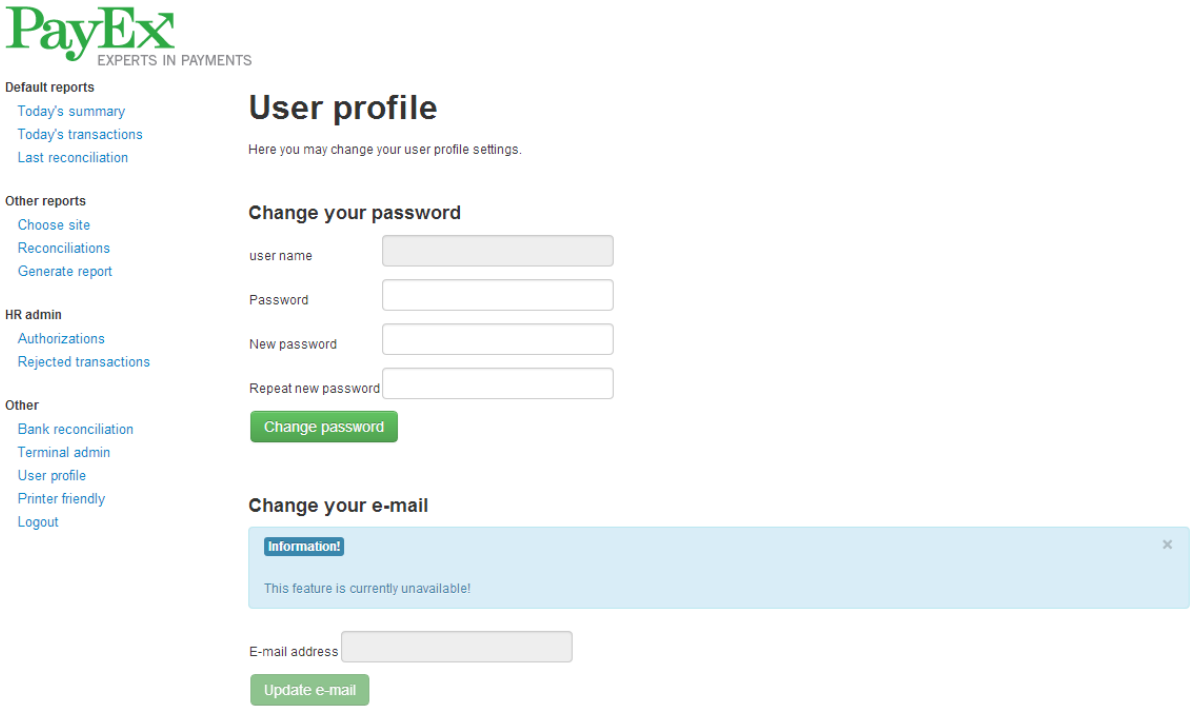
Transaction ID:	1652781389
Type:	Closed reservation FINANCIAL_DEBIT
Status:	110
Recieved at host:	2013-02-07 12:52:44.593
Site ID:	20700020
Site:	[redacted]
Terminal:	1
Session - Host:	1
Session - Report:	N/A
POS ref:	455476
Cashier:	N/A
Account number:	555958******7700
Entry mode (1=automatic, 2=manual, 3=chip):	3
Condition code:	0
Verification method (0=None, 1=PIN, 2=Signature):	2
Offline status: (1=online, 2=electronic offline, 3=manual offline)	1
Host:	BABS
Response from host:	
Authorization code from host:	224957
Issuer:	SVENSKE MC
Response to client:	00
Currency:	SEK
Total amount:	998.00
Extra amount:	0.00

No product details found for this transaction

Picture 9 - Transaction details

8 User profile

The user profile page allows you to change your password. In future revisions you will also be able to register a valid email address to be used for password recovery, this feature is currently not available.



Picture 10

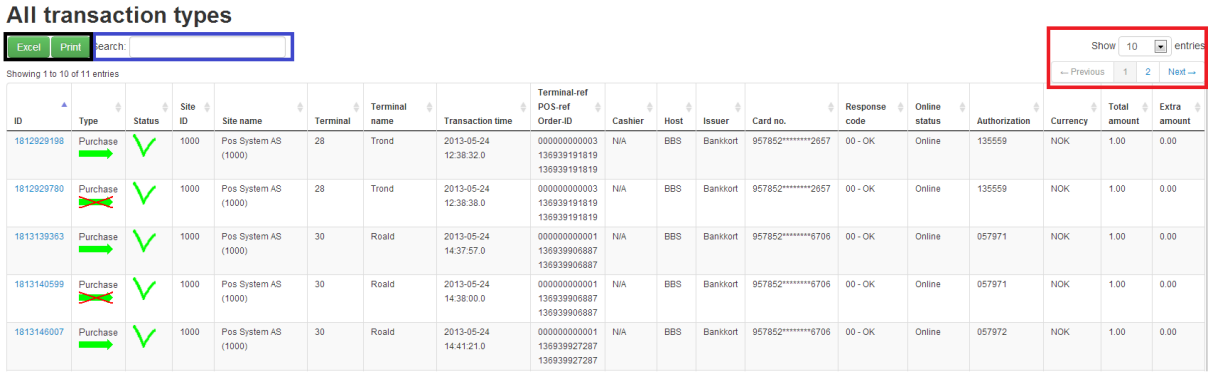
9 Report tools

The drop down in the top right corner, marked in red, allows you to select the number of items displayed on each page. The pagination control below allows you to navigate between pages either directly or by choosing previous and next.

The buttons in the top left corner, marked in black, allows you to export the report in excel format or display a printer friendly view. The excel export will export all items in the report, whereas the printer friendly view will only display the current page.

Right next to the export and print buttons, marked in blue, you have a search field. This allows you to search for items within the generated report.

You may also change the sort order of the table by clicking on the column header you want to sort by.


All transaction types
Excel
Print
Search:
Showing 1 to 10 of 11 entries
Show 10 entries
← Previous 1 2 Next →
ID Type Status Site ID Site name Terminal Terminal name Transaction time Terminal-ref POS-ref Order-ID Cashier Host Issuer Card no. Response code Online status Authorization Currency Total amount Extra amount
1812929198 Purchase 1000 Pos System AS (1000) 28 Trond 2013-05-24 12:38:32.0 000000000003 136939191819 136939191819 N/A BBS Bankkort 957852********2657 00 - OK Online 135559 NOK 1.00 0.00
1812929780 Purchase 1000 Pos System AS (1000) 28 Trond 2013-05-24 12:38:38.0 000000000003 136939191819 136939191819 N/A BBS Bankkort 957852********2657 00 - OK Online 135559 NOK 1.00 0.00
1813139363 Purchase 1000 Pos System AS (1000) 30 Roald 2013-05-24 14:37:57.0 000000000001 136939906887 136939906887 N/A BBS Bankkort 957852********6706 00 - OK Online 057971 NOK 1.00 0.00
1813140599 Purchase 1000 Pos System AS (1000) 30 Roald 2013-05-24 14:38:00.0 000000000001 136939906887 136939906887 N/A BBS Bankkort 957852********6706 00 - OK Online 057971 NOK 1.00 0.00
1813146007 Purchase 1000 Pos System AS (1000) 30 Roald 2013-05-24 14:41:21.0 000000000001 136939927287 136939927287 N/A BBS Bankkort 957852********6706 00 - OK Online 057972 NOK 1.00 0.00

Picture 11

10 Terminal admin

The Terminal admin page is accessed by selecting the “Terminal admin” menu item.

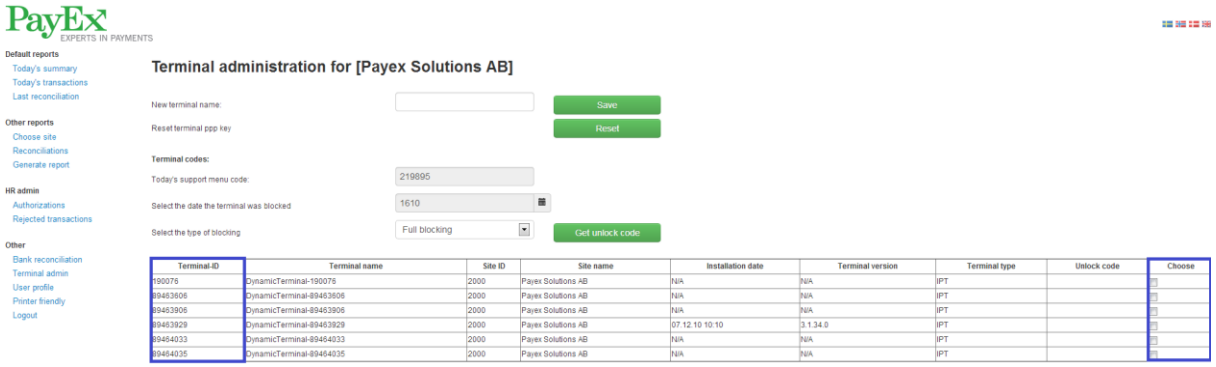
This page displays a tabular list of all available terminals for the selected merchant, and allows you to change the terminal name, reset ppp key or request unlock codes. Terminal administration is not available for merchant groups, for information on how to select a merchant, se chapter 5.

To change the name of a terminal, first check the checkbox in the right outermost column, enter the new name in the “new terminal name” field and click save.

To reset the ppp key for a terminal, first check the checkbox in the right outermost column, and click reset.

To get an unlock code for a terminal, first check the checkbox in the right outermost column, select the date when the terminal was locked and the type of lock code you need (full or terminal block) and click get unlock code. The unlock code will be displayed in the unlock code column for the selected terminal.

The support code is displayed in the field called “Today’s support menu code”.



Picture 12